



**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

Monday, June 18, 2012

4:30 pm – 6:30 pm

**Bureau of Enterprise Systems and Technology
East Hartford, CT**

COMMITTEE MEMBERS PRESENT: Marianne Horn (representing Commissioner Jewel Mullen, Chair), Thomas Agresta (Vice Chair), Ellen Andrews, Ronald Buckman, Daniel Carmody (Secretary), Kevin Carr (on phone), Steve Casey, Peter Courtway, Demian Fontanella (representing Victoria Veltri), Commissioner Roderick Bremby (phone), Brenda Kelley (phone), John Lynch, Mark Masselli, Angela Mattie (phone), Steven Thornquist

COMMITTEE MEMBERS ABSENT: Bettye Jo Pakulis (representing Lt.Gov. Nancy Wyman), Commissioner Jewel Mullen (Chair), John Gadea, Barbara Parks Wolf

HITE-CT: Bruce Chudwick (Shipman & Goodwin), David Gilbertson (Chief Executive Officer), John DeStefano (Chief Technology Officer); Chris Kraus (Administrative Project Officer),

STATE AGENCY REPRESENTATIVES: Uma Ganesan (DSS) (phone); Mark Heuschkel (DSS) (phone)

PUBLIC REPRESENTATIVES: John Brady (CHA), Steve Ruth (eHealth CT), Minakshi Tikoo (UCHC), Ed Tierney (HITE-CT intern)

CALL TO ORDER

T. Agresta recognized a quorum and called the meeting to order at 4:37PM.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – May 21, 2012

MOTION: A motion was made and seconded by P. Courtway and J. Lynch, respectively, to approve the minutes. All in favor. **Motion passed.**

HITE-CT BOARD BUSINESS

Treasurer's Report (T. Agresta)

T. Agresta reported total assets = \$903,234.83 (\$868,464.23 in account and \$34,770.60 held in escrow for personnel benefits). HITE-CT currently owes \$1,084,558.72 for contract and personnel costs, leaving a shortfall of \$181,323.89.

No Other Board Business

HITE-CT AGENCY BUSINESS

CEO Report (D. Gilbertson)

D. Gilbertson submitted an application for the HITE-CT Directors and Officers Insurance that expires on 7/27/12. He will report back on bids from four companies.

HITE-CT posted job openings for an Administrative Project Officer, Customer Support Manager, and Program Development Officer on Indeed.com (search HITE-CT) and the HITE-CT website <http://www.ct.gov/hitect/cwp/view.asp?a=4277&q=503790>)

The first two positions will close in a week, as there is a substantial pool of applicants. The Program Development Officer position will remain open as needed. The job announcement was forwarded to Quinnipiac students by A. Mattie and to Capital Community HIE students by K. Rickard.

D. Gilbertson submitted the Strategic & Operational Plan 2012 update on 6/8/12 to ONC. There were no changes to the original planned strategy. The Quarter 3 PIN Priority Projections related to e-prescribing, labs, and care summaries are due to ONC on 6/22/12. D. Gilbertson said it is important to understand how the information was previously collected and to create a standard process to collect and monitor these metrics going forward. D. Gilbertson asked M. Horn to please find out how M. Hooper collected this information for previous reports and what efforts were in place to drive adoption. This was important information, so HITE-CT could take over this task. All information needs be collected by end of business 6/21/12, so DPH can electronically submit the data.

The HITE-CT website is live and can be accessed at www.ct.gov/hitect. The website will evolve over time. Meeting notices, agendas, policies, announcements, and historical information is available on the website.

D. Gilbertson distributed a summary of the HITE-CT Staff Member Manual and suggested benefits plan, which was based on recommendations of their Paychex representative. Discussion followed about vesting options, paid time off, and insurance stipends. R. Buckman suggested that a vesting schedule be considered instead of having 100% vesting from initial day of employment. M. Masselli suggested using PTO instead of holidays, vacation, personal, sick and bereavement days that the Paychex HR representative had strongly recommended. E. Andrews voiced concern about offering a stipend in lieu of health insurance. To insure employees have health insurance, she recommended that the stipend have a stipulation that it can only be used to reimburse for insurance costs. Should the employee already have health insurance coverage, the stipend could be used for other types of insurance (e.g., life, disability, etc.). On D. Carmody's suggestion, D. Gilbertson will have Paychex research different vesting options and will present them along with PTO options and insurance stipend requirements to the Executive Committee.

MOTION: A motion was made and seconded by R. Buckman and S. Casey, respectively, asking D. Gilbertson to make appropriate changes to the HITE-CT Staff Member Manual and benefits plan based on recommendations and to present them to the Executive Committee for discussion and approval. D. Gilbertson would report back to the Board. All in favor. **Motion passed.**

D. Gilbertson reported that HITE-CT will leverage the DAS Accounting and Auditing Contract (#11PSX0010) to have an approved accounting firm take over some of the financial and accounting tasks from the CEO. HITE-CT will also utilize the DAS Contract for Temporary Office Services (#10PSX0139) to hire temporary administrative support on an as-needed basis (e.g., take and report meeting minutes, etc.).

D. Gilbertson and J. DeStefano continue their HIE outreach. They attended a recent CT Hospital Association meeting. D. Gilbertson met with BEST and OPM about applying for approved IT bond funds

and met with the Commissioner of Insurance to discuss involvement of insurance and payers in HIE. D. Gilbertson sent letters to Representative Ritter and Senator Gerratana, outlining HITE-CT funding needs and priorities including: 1) state monetary support of HITE-CT for 2012-2013 (approx. \$3M); 2) legislative support for Medicaid to submit an Implementation and Advanced Planning Document (IAPD) to CMS; 3) legislative support for state bond funding of \$2.5M annually for two years for hardware infrastructure and software licenses; and 4) discussion of future funding needs for HIE.

MOTION: A motion was made by and seconded by P. Courtway and S. Casey, respectively to move the Executive Session up in the agenda. All in favor. **Motion passed.**

EXECUTIVE SESSION - Pursuant to Conn. Gen. Stat. Section 1-210(b)(10), to discuss communications privileged by attorney-client relationship relating to the contract between HITE-CT and Axway, Inc.

MOTION: At 5:30 p.m. a motion was made and seconded by P. Courtway and S. Casey, respectively, to move into Executive Session to discuss attorney-client privileged communications relating to the contract between HITE-CT and Axway, Inc. All in favor. **Motion passed.**

B. Chudwick, D. Gilbertson, J. DeStefano, D. Fontanella, and C. Kraus were invited into Executive Session. Executive Session ended at 6:30 p.m.

MOTION: A motion was made and seconded by D. Carmody and R. Buckman, respectively, to authorize the Chief Executive Officer with the Executive Committee and attorney to renegotiate the contract with Axway to include greater specificity around milestones, phased implementation, and payment terms and to report back to the Board of Directors, as necessary. **Motion passed.** E. Andrews abstained.

MOTION: A motion was made and seconded by D. Carmody and R. Buckman, respectively, to adopt the HITE-CT Operating Budget FY13, as presented for adoption by the full Board. All in favor. **Motion passed.** E. Andrews abstained

MOTION: A motion was made and seconded by M. Masselli and S. Thornquist, respectively, to identify and report on only critical Committee reports. All in favor. **Motion passed.**

COMMITTEE REPORTS

No Committee updates.

PUBLIC COMMENTS

None

ADJOURNMENT

MOTION: A motion was made and seconded by R. Buckman and M. Horn, respectively, to adjourn. All in favor. **Motion passed.** The meeting adjourned at 6:35 PM.

SCHEDULE OF MEETINGS

Cancelled July 16, 2012; rescheduled for July 23, 2012